1.4 Keyboard Training
We are going to learn

• Similarities between a typewriter and a computer keyboard.
• Differences between a typewriter and a computer keyboard.
Similarities

Between Computer Keyboards & Typewriters
Layout of Alphabetic Keys QWERTY
Use shift key to capitalize letters and to use special characters above the numbers in the number row..
The enter key “forces” a new line of text.
Layout of Numeric Keypad
Differences
Between Computer Keyboards & Typewriters
Back Space and Delete Keys
Modifier Keys “ALT, CTRL, & Shift” used with other keys to perform computer “shortcuts.”
Modifier Key Example

Pressing the Ctrl Key and tapping on the A Key will select (highlight) everything.
Microsoft Word Modifier Key

To type ñ in Spanish
1. Hold down CTRL and Shift
2. Tap on the ~
3. Type an n

To type an accented letter (é) in Spanish
1. Hold down CTRL and Shift
2. Tap on the ~
3. Type the letter
Function Keys at the top of the keyboard F1 – F12
F1 opens the help menu for the active open program.
Arrow Keys – move the cursor or selected object in the direction indicated by the arrow.
Home and End Keys
Page Up and Page Down Keys
Automatically jumps to the next page up or down in a document or web page.
Time To Practice!